



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE**

**TENNESSEE STATE BOARD OF ACCOUNTANCY
DAVY CROCKETT TOWER, 2ND FLOOR
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1141
615-741-2550 OR FAX 615-532-8800**

CPE Reporting Form Instructions

1. If you hold a CPA certificate in Tennessee and reside in another state in which you hold an Active CPA certificate, you may submit your most recent CPE report/renewal form from that state in lieu of completing this CPE reporting form.
2. List all CPE in date order and provide all requested information. Spreadsheets may be substituted for the CPE listing pages as long as they contain all of the requested information.
3. List all carryover CPE from the 2002 – 2003 reporting period. You may use a maximum of 40 carryover CPE hours towards the 2004 – 2005 reporting cycle. Remember, carryover hours cannot be used to meet the A&A, expert witness, or 20 hour minimum requirements.
4. List all CPE obtained in 2004 and all CPE obtained in 2005. You must obtain a minimum of 20 CPE credit hours in each year or you will be assessed an 8 hour penalty for each year in which you are deficient.
5. Finally, complete the CPE Breakdown at the bottom of the attached sheet.

Please remember that if you are audited, you must submit original Certificates of Completion which contain: Sponsor name, course title, and subject code, amount of CPE credit (based on a 50 minute hour with half-hour increments allowed only after the first full CPE hour), date completed, location, NASBA ID number and sponsor contact. If the certificate does not include all of the aforementioned information, credit may not be given. Please note that agendas, sign-in sheets and reservation or payment confirmations are not "Certificates of Completion."

Thank you for your cooperation.

CPE Reporting Form for (Name): _____
 Tennessee CPA License No.: _____

You **may** fax the reporting form to our office at 1-615-532-8800 or you may send it to our office via email at ACCT.INFO@state.tn.us. Please **DO NOT** send the reporting form in the same envelope along with your renewal application and fee as this will delay the processing

CPE Sponsor	Sponsor Number	Course Title	Date Completed	Date Scheduled	Subject Code	Hours

Additional Information:

CPE Breakdown	2002-03 (carryover)	2004 CPE	2005 CPE
Technical	-----		
Acct./Auditing*	-----		
Other			
Total hours			

*Required if CPA offers attest services.

Subj.code	Description
A	Auditing, Accounting Theory or Practice
M	Mgmt. Advisory Services
T	Taxation
O	Other (Non-technical)